



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE**



Update



Formal Review

Date Submitted _____

SECTION I - Identification

Working Title: Highway Construction Training
Program Manager

Department: Department of Transportation

Job Code Number: 131756

Division & Bureau: Engineering Division

Job Code Title: Training/Development Spec.

Section & Unit:

Pay Band: 6

Work Address:

Department of Transportation
2701 Prospect Ave
Helena MT 59620-1001

Position Number: 60040

Phone: Pending



FLSA Exempt



FLSA Non-Exempt



Non-Union



MPEA



Blue Collar

Profile Completed By: Michael Dyrdahl

Work Phone: (406)444-6308

Work Unit Mission Statement or Functional Description:

The Highway Construction Program prepares projects for bidding and coordinates highway construction through two primary functions: Preconstruction and Construction. Specific Preconstruction functions are administered by the Bridge, Consultant Design, Engineering Information Services, Highways, Right-of-Way, and Traffic and Safety Bureaus in addition to five District Preconstruction Offices in Billings, Butte, Great Falls, Glendive, and Missoula. Specific construction functions are administered by the Contract Plans, Construction Engineering Services, Construction Administration Services and Materials Bureaus in addition to five District Construction Offices in Billings, Butte, Great Falls, Glendive, and Missoula.

The Highway Construction Program is dependent upon having highly qualified, highly trained engineers and technical staff. Training is a critical function in maintaining a quality workforce in this constantly changing, complex, technological field. The Department must maintain this highly trained workforce to ensure continued Federal-aid participation and accountability on state/federal highway construction projects. This position provides training for approximately 1000 employees within the Highway Construction Program, including Helena headquarters and the five districts across the state. This position is responsible for the following: analyzing MDT engineering and construction training issues,

objectives and needs; identifying and prioritizing professional development activities; developing , coordinating and delivering training programs, curricula and materials; coordinating the administration of training resources to ensure cost effective and efficient use of the training budget. The Highway Construction Program relies on this position to bring training needs to management and ensuring sure those needs prioritized and addressed as funding allows.

Describe the Job's Overall Purpose:

The purpose of this position is developing, implementing and managing the Highway Construction Training Program using information from diverse sources. This position is responsible for conducting needs assessments, identifying sources/content for training, administering contracts for training by consultants, developing training materials, teaching some classes, managing training budgets, and reviewing RFPs for training. Development of a Highway Construction Training Program requires analysis of diverse and ambiguous concepts, requires understanding complex and interrelated variables to determine importance and priority, and requires innovative techniques for a delivering a training program to a diverse audience. This position applies fiscal budgetary constraints and prioritizes training within the Highway Construction Program. This position manages the annual Highway Construction Program training budget which exceeds \$100,000. This position establishes and maintains a training program which provides employees the opportunity for personal and professional growth and decreases employee attrition within the Highway Construction Program.

When implementing new software in the Highway Construction Program, this position assists developing and delivering training statewide. This position assists in developing, scheduling and delivering training for existing software utilized by the Highway Construction Program which is not supported by the ISD division.

This position will coordinate with the Human Resource Division to maximize the effectiveness and efficiency of MDT's training initiatives, programs and budgets. This position will focus on the professional and technical needs of the Highway Construction Program staff. This position will not be responsible for the soft skills or leadership programs delivered by Human Resources Division.

SECTION II - Major Duties or Responsibilities

This section should be a clear concise statement of the position's major duties and the approximate percent of work time for each duty

% of Time

A) Highway Construction Training Program Management: 55%

This position is charged with developing, implementing and managing a Highway Construction Training Program. This training program identifies the training needs for each employee from entry level through retirement. The goal is to provide continuous professional and personal development for each employee in the Highway Construction Program and decrease employee attrition. Developing a comprehensive training program requires analyzing diverse, sometime conflicting and ambiguous concepts, requires comprehending complex and interrelated variables to determine importance and priority. Developing and implementing a complex training program to a diverse audience including technical and professional staff requires using innovative techniques to achieve success.

This position applies fiscal budgetary constraints and facilitates training priorities with management within the Highway Construction Program. This position designs a training program using extensive information with numerous variables, determines relative importance of data all within a fiscally

constrained program. This is a tremendous responsibility since the Highway Construction Program is made up of such a diverse work force. In the Right-of-Way Bureau alone, for example, there is administrative support, appraisers, right-of-way agents, utility agents, designers, design technicians, civil engineers, compliance technicians and upper management.

The Highway Construction Training Program provides managers consistent, regularly scheduled training opportunities for employees, which enable employees to advance in career ladders, and creates a pool of qualified candidates for management positions.

The Highway Construction Training Program is a critical function ensuring MDT has the highly qualified workforce required to design and build the highway projects that bring millions of federal highway funding into the Montana economy. If the Department fails to provide the qualified workforce to design and oversee highway construction, the Federal Highway Administration will not participate in construction costs and the Department would lose the majority of its proposed construction projects because of inadequate funding in the state budget.

For all training classes and conferences, this position develops procedures and manages all aspects of the training:

- Financial – negotiates contracts, manages budgets, and approves billing invoices. This position makes frequent highly technical decisions
- Training consultant selection and oversight – selects training consultants, identifies training objectives, modifies content and delivery techniques to match adult learners needs and ensures training meets MDT standards. Requires frequent assessment of materials which may present dissimilar solutions to meet an identified need.
- Facilitation - This position facilitates meetings and conference planning sessions between training consultants, facilities managers and MDT management and staff. This position establishes conference and training schedules, staffing needs, conference/training location, audio-visual needs, and production of training materials. The requires interpretation and adaptation needs, resolution of conflicting entities, and clarify unclear or ambiguous information.

Engineer Rotation Program: This position manages the Department's Engineer Rotation Training program. The training program provides 6-12 months of intensive orientation and hands-on training in the MDT engineering offices and the five construction districts. Engineers selected to enter the rotation program are viewed as potential management candidates. This position serves as the interim supervisor for the engineers in the program and if problems arise is responsible for resolving those problems and/or taking corrective action. This position is responsible for making changes to the program if necessary to meet the individual needs, experience and educational level of the rotating engineers. This position manages personnel files on the training program.

Engineer Project Manager Program: This position manages a rotation, (similar to the Engineer Rotation Program), for new project managers in the 5 construction districts. The Engineer Project Managers may or may not be civil engineers. They may have worked their way into management positions by climbing career ladders from entry level tech positions. Often these individuals have had little contact with the Engineering Division staff at headquarters. This rotation program offers them the opportunity to meet with key MDT staff at headquarters and discuss their upcoming projects and any issues/problems they've encountered on past projects. This opportunity to discuss projects before they start construction will make the projects run more smoothly and provide the project manager, once he returns to the field, a network of experts in Helena whom he can call if problems arise. This position manages this program in the same manner as the Engineer Rotation Program.

MDT Engineer Recruitment: This position assists the Human Resources Division in recruiting new engineers, designers and general employees to the Department. This position is familiar all Highways & Engineering Division bureaus and district preconstruction and construction responsibilities. This position is familiar with the educational programs and opportunities within the Department. This position designs and creates brochures, handouts and PowerPoint presentations used at career fairs and other promotional events.

This position promotes a careers in the Highway Construction Program by assuring young graduates that MDT can offer:

- Meaningful work using the latest technology, especially survey, computer and design technology.
- Career ladders for advancement.
- Opportunities for continuing education and professional development.

Budget and Contract Management: This position oversees all Highway Construction Training Program contracts. For Highway Construction Program conferences, this position initiates, negotiates, approves payments and manages all conference contracts, facilities contracts and arrangements, budget and scheduling for the conferences. This position initiates, negotiates, reviews invoices, approves payments and manages all contracts and billings for the Highway Construction Training Program. This position manages the Highway Construction Program training budget, which annually exceeds \$100,000.

This position facilitates the selection of training consultants for out-of-house contracts and represents the Highways and Engineering Division on all committees that review technical Requests for Proposals (RFPs) that contain a training component and select a consultant to fulfill the RFP.

B) Training Development and Implementation: **45%**

Training needs assessments: Highway construction is dependent upon having highly qualified, highly trained engineers and technical staff. This position must identify the training needs for all Highway Construction Program employees and meet those needs by prioritizing training, developing training materials or identifying appropriate sources for training. This position is responsible for forecasting long-range training needs for the Highway Construction Program and securing budgeting for those needs. Researches, analyzes and evaluates courses and training materials. This position evaluates and incorporates innovative technologies such as Web Based Training and Computer Based Training when appropriate. This position assesses the effectiveness of agency training and determines what modifications are required to enable the Department to meet its identified goals and objectives. This position meets with technical experts, engineers, Federal Highway Administration officials, consultants and upper management in performing these functions.

FHWA and internal audits are routinely performed on MDT highway projects, contracts and work products. When performance issues of a repetitive nature are identified, this position is responsible for meeting with the auditors and management and determining the appropriate training to resolve the issue. This position coordinates training needs with the Federal Highway Administration. This position follows protocols listed in paragraph one to identify and provide the appropriate training, and evaluate the effectiveness of the training.

This position works closely with Highway Construction Program management within Helena and in the five district to design and develop technical training programs and curricula. This requires review and research of literature and existing training programs in other states, the National Highway Institute, the American Society of Civil Engineers and other providers. This position must have excellent

communication/facilitation skills and the ability to establish close working relationships with technical experts in the Department (district offices and headquarters), other state agencies and FHWA.

This position represents the Highways & Engineering Division on all committees that review technical Requests for Proposals (RFPs) that contain a training component. This position is responsible evaluating RFP submittals to determine if adult learning theory and methodology is addressed. This position must have the ability and expertise to provide knowledgeable input on training components of RFPs.

This position applies expertise in adult learning methodology and applies adult learning methodology when identifying training objectives and creating instructional materials for a diverse group of adult learners. This position must modify training content and delivery techniques to meet individual learning styles.

This position is responsible for providing innovative and cost effective training for the Highway Construction Program. This position calculates a return on investment of training funds expended for training purposes.

Adult Education Services: This position ensures new Highway Construction Program employees receive adequate and timely training for their position. New employees in the Highway Construction Program are responsible for specific work on highway construction projects. They must be able to ensure the work meets MDT design specifications and contract requirements. This training focuses on employee safety, basic employee technical skills, highway construction contract documents and specifications, Montana Code of Ethics, documentation on highway construction projects, human rights training and payroll/benefits.

This position ensures current and new training materials used in Highway Construction Program training sessions is up-to-date. This requires coordination with subject matter experts, understanding of FHWA and MDT policies, procedures and practices, as well as comprehension of legislative statutes which effect Highway Construction Program training materials.

This Position coordinates with subject matter experts for development of training materials for new and existing software utilized by the Highway Construction Program that the Information Services Division does not provide staff training. Facilitates and/or provides Highway Construction Program staff training for new and existing software utilized by the Highway Construction Program that is not educationally supported by supported by either the Information Services Division or other subject matter experts within MDT. Provides "Train-the-Trainer" assistance to Highway Construction Program staff who have been assigned an ad-hoc training assignment.

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1. ***The following duties and/or specific tasks listed under section II above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):***
 - A) Highway Construction Training Program Management, and***
 - B) Training Development and Implementation***

The following mental and physical demands are associated with these essential functions:

PHYSICAL: Facilitate groups; operate motor vehicles; word processing and data entry; reading and writing; operate audio visual equipment; and computer operation.

MENTAL: Gathers, organizes, analyzes and synthesizes information from divergent sources; comprehend and apply policies, practices and guidelines; actively listens to others and asks appropriate questions indicating interest in and knowledge of the message; gives and solicits constructive feedback; assesses the risks and benefits to the organization; considers alternatives prior to making a decision; makes sound and timely decisions; understands that all members of a team are necessary in accomplishing the work and encourages team without taking.

2. *Does this position supervise others?* ☐ Yes ☒ No

Number directly supervised:

Position Number(s) of those supervised:

3. *Attach an Organizational Chart.*

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE:

- Adult education principles and practices.
- Organizational Development practices
- Basic accounting and budgeting practices
- Program Administration
- Basic computer technology
- Ability to gain knowledge of policies, procedures and guidelines

SKILLS:

- Apply adult education principles and practices within a large diverse organization.
- Create, modify and evaluate adult education materials.
- Effectively communicate with people at all levels in the organization verbally and in writing.
- Facilitate discussions to gather information from stakeholders.
- Organize, evaluate and synthesize information gathered from a variety of sources.
- Read, comprehend and apply policies, procedures and guidelines.
- Apply defined constraints to prioritize the implementation of a complex program.
- Independently develop training materials and programs and match delivery with available technology.
- Verbally present information in a public speaking environment.
- Organize, monitor and maintain project documentation.
- Application of computer technology

Behaviors required to perform these duties:

See MDT core competencies; with emphasis on communication, personal accountability and ownership, teamwork, leadership and developmental orientation.

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input checked="" type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable fields of study:

Bachelor's degree in Education, Organizational Development, Business Administration Engineering, Construction, or a closely related degree

Other education, training, certification, or licensing required (specify):

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|---|
| <input type="checkbox"/> No prior experience required | <input checked="" type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 4 years |
| <input type="checkbox"/> 2 years | <input type="checkbox"/> 5 or more years |

Other specific experience (optional):

- 3 years of experience in adult education, including;
 - 2 years adult instruction
 - 1 years developing adult education programs,
 - 1 year group facilitation,
 - 1 year conference coordination
- 1 year experience of program management preferred.
- 1 year of experience in contract management and budget management is preferred.

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

- ☒ Yes ☐ No

Alternative qualifications include:

A combination of equivalent education and experience may be considered on a case by case basis.

SECTION IV – Other Important Job Information

- | | |
|--|--|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |

Other information including working conditions such as shifts, lifting requirements, travel or hours.

This position will be required to travel to all MDT district offices multiple times per year, which range from 90 to 450 miles one way. This position will be required to travel to MDT sponsored construction conferences and training sessions held at locations throughout the state. Incumbent can expect an average of three days of travel per month.

Incumbent will need to transport training equipment and materials to and from training sites. Lifting requirement will not exceed 50 lbs.

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Bureau Chief:

Name: _____ Title: _____

Signature: _____ Date: _____

Division/District Administrator:

Name: _____ Title: _____

Signature: _____ Date: _____

Department Designee:

Brent Rabe/Designee

Chief Human Resources Officer
Human Resources Division

Signature: _____ Date: _____